

~~CONFIDENTIAL~~DDA 86-1623
19 September 1986

MEMORANDUM FOR: Deputy Director for Administration

THRU:

[redacted]
OGC/Administrative Law Division

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FROM:

[redacted]
Special Support Assistant to the DDA

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1. Action Requested. [redacted] SA/DDA/FBO has requested approval to lease/rent up to 10 parking spaces at the State Department, Foreign Building Office (FBO) in Washington, D.C. at a cost of \$88.00 per month for each space.

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2. Background: [redacted] is the recently-appointed DDA senior Special Assistant to the DDA to represent Agency interests in implementing the Inman recommendations. As such, he and a staff of 12 people are required to spend considerable time travelling among the various Agency office locations, the State building, and the FBO Building coordinating on essential building programs, which have considerable impact on our Organization. The scattered locations around town and the need to spend a great deal of business time specifically at the FBO location threatens the efficient use of their time. The use of POV's by these officers, either singularly or pooled, affords one a significantly greater measure of flexibility and efficiency (there is no Agency shuttle that services the FBO building.) The manhours gained by having designated parking spaces at FBO will allow them to spend more time during the working hours on critical and essential FBO/Agency-related programs, rather than searching for parking each time they visit. These employees are based at Headquarters and are not detailed for permanent assignment to State as some other Agency people are.

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3. We therefore recommend that up to 10 parking spaces be rented/leased at USG expense. We believe, in terms of cost effectiveness, USG would save considerable money by approving this request. Our research shows us the following: assuming an employee uses a taxi roundtrip each workday of the month to conduct official business at FBO as stated in paragraph 3 above, it could cost as much as \$400.00 during a normal month in reimbursable expenses,

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and even as much as \$150.00 per month if commercial parking lots were used each visit (presuming there was spaces available each time). These costs are compared to the \$88.00 per month cost for spaces in the FBO building.


4. Therefore, so that these Agency representatives can conduct priority business in an expedient, efficient and cost-effective manner, we request that up to 10 spaces be leased/rented at USG expense.

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APPROVED:

/s/ Henry P. Mahoney

10 OCT 1986


Deputy Director for Administration

Date

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